

1. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded Digital Frontiers Vietnam, invites qualified vendors to submit quotations to supply and deliver Event Organizing Services, as follows:

1. RFQ No.	2023-03
2. Issue Date	May 23, 2023
3. Title	5.3.1 Training workshop on BPR process of administrative procedures for VSS
4. Issuing Office & Email/Physical Address for Submission of Quotes	USAID Vietnam e-Government Capacity Building Program Digital Frontiers 28A Tran Hung Dao Str., Hoan Kiem Dist., Hanoi, Vietnam Direct: +84-24-71014225 Email: DigitalFrontiers@dai.com
5. Deadline for Receipt of Quotes.	June 02, 2023 at 23:59 GMT+7
6. Point of Contact	duong_nguyen@dai.com; thu_dinh@dai.com; Andrea_Falso@dai.com
7. Anticipated Award Type	Firm Fixed Price Purchase Order. Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
8. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 12, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 17 for more details.

2. Request for Quotation

<p>9. General Instructions to Bidders</p>	<ul style="list-style-type: none"> • June 02, 2023 at 23:59 GMT+7. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Bidders shall submit quotes electronically. • Include a statement that the vendor fully understands that their quote must be valid for a period of 30 days. • Bidders shall sign and date their quotation. • Bidders shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line.
<p>10. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
<p>11. Technical Specifications and requirements for Technical Acceptability</p>	<p>Final delivery is required by December 31, 2023</p> <ol style="list-style-type: none"> 1. Quotation (As Attachment A) 2. List of previous relevant experience in the last 5 years
<p>12. Prohibited Technology</p>	<p>Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.</p>
<p>13. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate in the host country. 2. Evidence of an Unique Entity ID (SAM)(explained below and instructions contained in the Annex). 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 4. Ability to comply with required or proposed delivery or performance schedules.
<p>14. Geographic Code</p>	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. • Geographic Code 935: Goods and services from any area or country including the cooperating country, but excluding Prohibited Countries. • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not

	<p>procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.</p> <ul style="list-style-type: none"> • By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
<p>15. Unique Entity ID (SAM)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain an Unique Entity ID (SAM) prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain an Unique Entity ID (SAM) you may request Attachment C: Instructions for Obtaining an Unique Entity ID (SAM) For those not required to obtain an Unique Entity ID (SAM), you may request Attachment D: Self-Certification for Exemption from Unique Entity ID (SAM) Requirement</p>
<p>16. Compliance with Terms and Conditions</p>	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.</p>
<p>17. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate the following acts of corruption:</p> <ul style="list-style-type: none"> • Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. • Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. • Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor. • Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed

immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID's Office of the Inspector General Hotline at hotline@usaid.gov.

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

1.1 Attachment A: Price Schedule

As per attached Quotation template



Attachment A -
Quotation template.xls

1.2 Attachment B: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAII with a disclosure statement describing this information.

7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

1.3 Attachment C: Detailed Technical Specifications

Vietnam e-Government Capacity Building Program

Event organizers

NAME OF EVENT:	5.3.1 Training workshop on BPR process of administrative procedures for VSS
DATE OF EVENT:	September 1 - 30, 2023
TIME OF EVENT:	2 days
MEETING LOCATION:	Hanoi
NUMBER OF PARTICIPANTS:	80

I. BACKGROUND

Vietnam e-Government Capacity Building Program is designed to provide technical assistance to the Vietnam Social Security (VSS) in improving their capacity in the business process re-engineering (BPR) of administrative procedures through prioritized administrative procedures serving citizens and businesses.

In Activity 5, in order to support project continuity, and to accelerate the repeated process of mapping out the BPR for APs, the project will support VSS in organizing a Training workshop on BPR process of administrative procedures for VSS.

II. OBJECTIVE

To procure an event organizer to provide services to organize a Training workshop on BPR process of administrative procedures for VSS for 80 participants in Hanoi.

III. TASKS

The event organizer shall sign a service contract with Digital Frontiers to provide support to the following:

- Provide the meeting room for 1.5 day with:
 - o Including 03 tea/coffee break for all participants (05 types of cake, 05 types of fruit, tea, and coffee) - No plastic, use re-fill water
 - o Include 02 on-site buffet meals for all participants
 - o Including meeting equipment: 80 x set of Laptops, Projector and Screen; 1 x camera; 1 x Mixer soundline system; 1 x sound system (including 2 JBL speakers; 2 handheld microphones; 80 table microphones); 4 x Technical assistant on-site, 5 nameplates, stationery package
 - o Including decoration: 1 x backdrop.
- Provide transportation for 80 people
- Provide lodging for all participants
- Provide MIE rate for 20 trainers

IV. DELIVERABLES AND PAYMENT TERM

DELIVERABLES	DATE	Payment
Organizing plan before the event	TBD	20%
01 Training workshop; (Detailed as in Section III – Task)	TBD	80%

V. REPORTING

The event organizer will report to the following Technical Supervisors:

- Ms. Dinh Thi Minh Thu (thu_dinh@dai.com)
- Mr. Duong Nguyen (duong_nguyen@dai.com)

VI. QUALIFICATIONS

Criteria	Document Submission requirement
1. Business license to operate in Viet Nam (mandatory)	Provision of a copy of business registration
2. Minimum 5 years of experience in event organizing services (mandatory)	Provide the list of previous relevant experience in the last 5 years

VIII. SPECIAL CONSIDERATIONS

In the events beyond the control of all involved parties, the event organizer can revert the organization of this event into an online format after obtaining an approval from Digital Frontiers.